

Central Michigan University
FY04

Term	Course Title	Enrollment Period	Class Dates
04-1	PSC 711 – Public Personnel Administration Practice	6 – 27 Oct 2003	7 Nov – 6 Dec 2003
04-2	MSA 635 – Financial Management	1 – 22 Dec 2003	9 Jan – 7 Feb 2004
04-2	MGT 645 – Personnel Compensation Practice and Procedures	1 – 22 Dec 2003	16 Jan – 14 Feb 2004
04-3	MSA 620 – Effective Administration and Organizational Behavior	2 – 23 Feb 2004	5 Mar – 3 Apr 2004
04-3	MSA 685 - Integrative Analysis of Administration	2 – 23 Feb 2004	12 Mar – 5 May 2004
04-4	MSA 640 - Quantitative Applications in Administrative Decision Making	22 Mar-12 Apr 2004	16 Apr – 15 May 2004
04-4	ECO 515 – Collective Bargaining and Labor Law	22 Mar-12 Apr 2004	23 Apr – 22 May 2004
04-5	MGT 643 – Personnel Management	3 – 24 May 2004	4 Jun – 10 Jul 2004
04-6	MSA 600 – Administrative Research and Report Methods	28 Jun – 19 Jul 2004	30 Jul – 28 Aug 2004
04-7	PSY 536 – Personnel Psychology	9 – 30 Aug 2004	10 Sep – 9 Oct 2004

CMU COURSE DESCRIPTIONS

ECO 515: Collective Bargaining and Labor Law

Development of various phases of labor law, especially under statutes such as the Wagner Act, Taft-Hartley Act, and Landrum-Griffin Act. Prerequisites: ECO 201 and 202.

MGT 643: Personnel Management

The theory and problems of personnel administration as they relate to various levels of management. Prerequisite: admission to MBA or permission of MBA director.

MGT 645: Personnel Compensation Practice and Procedures

Concepts and practices in administering a comprehensive compensation program of job analysis, job evaluation, pay structures, incentive systems, performance appraisals, and employee benefit programs. Prerequisites: MGT 643, statistics, or permission of instructor, and admission to MBA or permission of MBA director.

MSA 600: Administrative Research and Report Methods

This course is designed to acquaint students with research processes and tools used in selecting and developing the problem, project or issue for analysis. Prerequisites: demonstration of algebra and statistics/probability competency; or STA 282 and MTH 105.

MSA 620: Effective Administration and Organizational Behavior

To develop an understanding of human problems and processes which help or hinder successful task completion. To improve interpersonal and diagnostic skills as well as theoretical knowledge.

MSA 635: Financial Management

Study of financial management and financial management techniques for administrators of private and public organizations. Emphasis is on financial planning and control. Prerequisites: ACC 201 and ECO 600 or their equivalents.

MSA 640: Quantitative Applications in Administrative Decision Making

This course studies stochastic and quantitative analytical tools and concepts which can be used to make optimal decisions in the pursuit of such organizational goals as cost efficiency, service delivery, and profit. Concepts include probability theory, statistics, decision theory, inventory control, linear models, linear programming, network analysis, and simulation. Prerequisites: demonstration of the algebra and statistics/probability competencies; or STA 282/382 and MTH 105.

MSA 685: Integrative Analysis of Administration

MSA 685 builds upon the information and skills learned in the core and concentration course work, and the student's employment experiences. The course trains the student in application of administrative theory and research to practical issues and problems found in occupational situations. In these senses of joining theory, research and practice with the practical workday world, the course is truly integrative of the student's knowledge, skills, and professional life. Prerequisites: 21 hours of graduate credits, including MSA 600, 634 or 635 and 640.

PSC 711: Public Personnel Administration Practice

Emphasizes skill development in selected areas of public personnel administration, including: personnel evaluation, collective bargaining, affirmative action, and human resource planning and development.

PSY 536: Personnel Psychology

The identification, measurement, and development of individual differences; individual difference job systems. Topics include job analysis, criterion development, personnel selection, training, and performance evaluation. Prerequisite: PSY 336 or permission of instructor or graduate standing; PSY 211 is recommended.